

Communications and Outreach Assistant

The Susquehanna Greenway Partnership (SGP) seeks an energetic and creative team player to join our Communications and Outreach team. Reporting to the Director of Communications & Outreach, this AmeriCorps member will assist with providing a high level of strategic communication support to the organization, leadership in community outreach and engagement, and assist in rolling out and managing the Volunteer Ambassador program to raise awareness and inspire action for regional Susquehanna Greenway initiatives. This is a great opportunity to support the inner workings of a dynamic nonprofit and expand multiple professional competencies while under the support and guidance of the STEP AmeriCorps program.

Location: Williamsport, PA.

Dates of Service: October 5, 2020 – August 13, 2021. This is a contract, full-time position.

Work Schedule: Typical work week Monday – Friday: 8:30 – 4:00. Some weekend events may be required.

As an AmeriCorps member you will gain:

- Bi-weekly living stipend.
- Segal Educational Award (upon completion of 1,700 hours of service) to help pay for college, graduate school, or to repay student loans
- Forbearance on qualifying student loans while serving and interest accrual payment upon program completion
- AmeriCorps health insurance (for qualified members)
- Resume boosting, real-life experience in a dynamic nonprofit
- Conference attendance and networking opportunities with industry professionals
- Professional development and in-service training
- National service organization membership and alumni services

AmeriCorps is a real-life education and work experience wrapped into one. As a member, you will learn teamwork, leadership, responsibility and other essential skills that will help you for the rest of your life. And you will gain the personal satisfaction of taking on challenges and seeing results within the communities that you service. Members are placed with the host organization for their term and receive support and guidance from the AmeriCorps program.

Essential Functions and Duties

The Communications and Outreach Assistant will help drive SGP's brand and message strategy through all channels, outreach to communities, and engage volunteers. Key responsibilities include:

- **Communications:** Assist with media releases, website management, social media, and other yearly, strategic communications pieces for SGP. Work in partnership with the communications committee to implement strategies and tactics.
- **Outreach:** Work with Communications & Outreach Director to implement outreach strategies that engage community groups and individuals of the Susquehanna Greenway. Represent the Susquehanna Greenway Partnership at select community and partnership events.
- **Volunteer:** Assist the Communications & Outreach Director in the design and implementation of SGP's inaugural volunteer ambassador program. Manage on-going communications and volunteer tracking.
- **Event Management:** Assist with planning and organizing SGP's yearly outreach events including the Susquehanna Sojourn, Photo Contest, and traveling photo gallery.

- **Administrative:** Maintain a filing system for communications materials, update and enhance membership database, research and organize publications, track key performance metrics, and assist with other administrative duties as assigned.
- **STEP AmeriCorps:** Participate in Corps Team meetings/trainings, complete all requirements of STEP AmeriCorps service including monthly reports, weekly time logs, and journals; and participate in various AmeriCorps events, activities, and service projects.

Qualifications – Knowledge, Skills, and Abilities

- Bachelor's degree in communications, public relations, marketing, journalism, english, or related major; or 1-2 years' related work experience or equivalent combination preferred.
- Excellent communication skills (written and verbal communications) are required.
- Ability to manage multiple tasks, take initiative, deliver high quality work, and work independently
- Superlative interpersonal skills with a demonstrated ability to work well with people.
- At least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States.
- Experience with photography, videography, social media campaigns, website programming, and/or graphic design a plus.
- Volunteer management experience a plus.
- Valid driver's license and access to reliable transportation.

Access to Vulnerable Populations

Position will not have access to vulnerable populations.

To Apply:

Submit resume and cover letter to the Director of Communications & Outreach, Alana Jajko (ajajko@susquehannagreenway.org). Susquehanna Greenway Partnership is an equal-opportunity employer.

Deadline to Apply

All applications should be submitted by 5:00 PM on September 18, 2020.

About the Susquehanna Greenway

The Susquehanna Greenway Partnership is a 501 (c)(3) non-profit. The Susquehanna Greenway Partnership is dedicated to advancing the Susquehanna Greenway, which is a network of land trails, water trails, and communities that runs along the Susquehanna River within Pennsylvania. Our mission is to envision, create, and sustain a greenway along the Susquehanna River, to highlight River Towns, and to enhance the lives of current and future generations. We work towards our mission through the implementation of our three program areas: Trails (both land and water), River Towns, and Education & Outreach.

About STEP AmeriCorps

The STEP AmeriCorps program partners with numerous non-profit organizations and schools in Clinton, Lycoming, and Tioga Counties to provide service opportunities to meet the region's community needs.